

OC-m 78-728

2 OCT 1978

MEMORANDUM FOR: Director of Training

STAT FROM :
Director of Communications

SUBJECT : Establishment of a Training Program in Cable Preparation (U)

ATTACHMENT
A

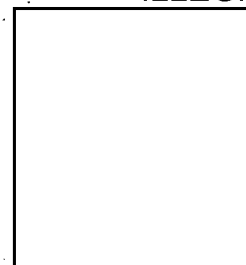
1. ~~(U/ALUO)~~ As you may be aware, Headquarters originated cables are processed by Optical Character Reader (OCR) within the Headquarters Signal Center. Because of the technical characteristics of all OCR's, cables must be properly aligned, by the typist, or they will be rejected by the OCR. In addition, unique symbols are also required on cables to assist with transmission formatting and subsequent cable dissemination. On those occasions when cables are improperly aligned, or the unique symbols omitted, an operator must intervene to process the cable. This negates the speed of service that the OCR provides and causes significant delays in cable processing time.

STAT 2. ~~(U/ALUO)~~ Approximately Headquarters cables are originated daily and a significant number are improperly aligned or do not contain the unique symbols. No doubt this can be attributed to the fact that clerical personnel, when entering on duty, receive no formal training in cable preparation. We believe a cable preparation course for clericals would be most appropriate and would appreciate it if your office would undertake this endeavor.

STAT 3. ~~(U/ALUO)~~ If you have any questions regarding this proposal, please contact on secure


STAT
STAT
VARI:

ILLEGIB



ADMINISTRATIVE--INTERNAL USE ONLY

78-4274

TRANSMITTAL SLIP		DATE 16 November 1978
TO: ADDA		
ROOM NO.	BUILDING	
REMARKS: EO/DDA <i>D/Commo</i>		
AT 		7 NOV 1978
Michael J. MaJanick Acting Deputy Director for Administration		
FROM:	SA/Aide to DCI	
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

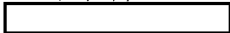
REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

DDA Registry
File Commo

Distribution:

- Original - D/CO (w/att)
- 1 - DDA Subj (w/att)
- 1 - ~~DDA Chrono (w/att)~~
- 1 - MJM Chrono (w/att)

Att: Memo: for DCI from  Subj: Actions
Taken To Reduce Handwritten Corrections on
Cables, dtd 15 Nov 78 DDA 78-4274/2